



## MASSACHUSETTS DEPARTMENT OF CAREER SERVICES (DCS) PAYMENT VOUCHER INSTRUCTIONS

To facilitate the timely and accurate processing of payment vouchers:

- A. Please fill in the numbered areas **1-6** of the attached pre-coded DCS Payment Voucher(s) with the following information:
1. Vendor's signature -- use Blue Ink only.
  2. Total amount of service(s) – equals 25% of total grant amount.
  3. Vendor's invoice number (optional).
  4. "Voucher Payment" – 2<sup>nd</sup> payment, 3<sup>rd</sup> payment, 4<sup>th</sup> payment.
  5. Date(s) of service(s) – same dates that are on interim Grant Narrative Report.
  6. Amount of service(s) – equals 25% of total grant amount.
- B. Send completed payment voucher(s) with supporting documentation to your designated program coordinator:

<b>Michael Corcoran</b>	<a href="mailto:mcorcoran@detma.org">mcorcoran@detma.org</a>	(617) 626-6426
<b>Greg Tuvek</b>	<a href="mailto:gtuvek@detma.org">gtuvek@detma.org</a>	(617) 626-5354
<b>Julie Moran</b>	<a href="mailto:jmoran@detma.org">jmoran@detma.org</a>	(617) 626-5319
<b>Michael Angotti</b>	<a href="mailto:mangotti@detma.org">mangotti@detma.org</a>	(617) 626-6801
<b>Jason Albert</b>	<a href="mailto:jalbert@detma.org">jalbert@detma.org</a>	(617) 626-5190
<b>Robert Collins</b>	<a href="mailto:rcollins@detma.org">rcollins@detma.org</a>	(617) 626-5187

C/O

**Massachusetts Workforce Training Fund  
Department of Career Services  
19 Staniford Street, 2<sup>nd</sup> Floor  
Boston, MA 02114**

Approved payment voucher(s) will be forwarded to the DCS Accounts Payable Unit for payment. Please label all attachments submitted with the payment voucher.

